



Mount St. Mary Catholic High School

Virtual School Policies

2020-2021

Program Purpose

Mount St. Mary's is committed to serving students in our school community. In the midst of this global pandemic, multiple families have communicated that they do not feel safe having their children attend in-person instruction for a variety of personal reasons. These students are members of our Rocket family and we believe in offering a solution that provides them with a solid educational experience while allowing families to determine the safest way to proceed for their children. In providing families with a temporary choice for virtual learning, we hope to expand our ability to serve Mount St. Mary students and keep all of our students on track for a successful future. Through careful planning and consistent communication, together we will all grow from this, and The Mount will be stronger. If we stay true to our mission of Mercy, Service, and Excellence, God will continue to provide comfort and will guide us to see the solutions He is providing. These times have demonstrated how we are Leading, Serving, and Living Mercy...together.

Athletics (Revised 08/05/20)

Students who are enrolled in the virtual school option will not be permitted to participate in athletics.

Attendance (Revised 08/13/20)

Students are expected to attend all classes virtually, following their regular school schedule. Students who miss class will be reported as absent. Parents should communicate absences to the school office just like they would if their child were attending school in-person. Students are advised to join a teacher's Zoom classroom 5 minutes before the class begins. This will allow the student and teacher time to resolve technological issues before class begins.

Canvas (Revised 08/13/20)

Teachers will be required to post all course materials on the learning platform Canvas following Fall Break. This will provide the school with times to provide adequate training and support to teachers and students. Until then, teachers are allowed to use Google Classroom or Schoology to post course content. You will be notified in advance if one of your teachers is NOT using Canvas, and you will be told which learning platforms will be used. Teachers will post a daily lesson objective and lesson materials. Teachers may post links through Canvas, Google

Classroom or Schoology that will take students to third party sites for students to view additional material like videos or articles.

Clubs

Clubs are permitted to host meetings virtually. It will not be a requirement for clubs to host virtual meetings, but some may choose to do so to include students who are participating in school from home.

Commitment (Rev. 08/13/20)

Students will opt into the program on a monthly basis. Families will confirm whether they will continue with online learning or return for in-person instruction the last week of every month. For those students returning to the building, Fall start dates will be the first Monday of each new month (October 5th, November 2nd, November 30). Our survey results indicate that families want as little disruption to learning as possible and that a way to minimize this is by allowing month-to-month commitments to the program. I will be reaching out to families participating in the virtual option about a week before each reentry date. At that time you will be asked if you intend to return to in person instruction the following week. It is mandatory that you respond to this survey.

Communication with Teachers

It is important that students communicate with their teachers as soon as possible if they are having difficulty with course material. Teachers are expected to post all course content on Canvas in an effort to simplify communication with students. Teachers may send students additional communication via email so students who are learning from home should be checking their email consistently throughout the day.

Electives

We are doing our best to keep the lives of students learning from home as normal as possible, but because of the nature of some of our elective classes, some students might have to select or be placed in different electives.

Enrollment

Families can enroll in the virtual program by submitting this form:

[MSM Virtual School Enrollment Form](#)

Rachel Dowell will be supervising this program and can be contacted at rdowell@mountstmary.org.

Food and Beverages

Students are not permitted to eat while attending class. Students are only permitted to drink water while in class.

Hard Copies of Materials (Added 08/13/20)

Sometimes teachers will have items that need to be picked up for students. These might include paper copies of readings or assignments, manipulatives in math, items to support learning for science, etc. You will be notified on Fridays whether you will have hard copies of materials to pick up for the following week. Materials pick up will be on Monday mornings in the front office, If you have paper copies of assignments or assessments, please drop them off on Monday mornings.

Location

It is important that the student maintain a workstation at home that will support his/her learning. Students are expected to participate in classes from a desk, kitchen table, etc and not from private areas of the home like his/her bed.

Social & Emotional Health

The social and emotional health of students who are isolated from their peers for long lengths of time is a concern. Our staff is working to develop virtual events that will allow students to socialize outside of school hours. Additionally, our counseling staff will check in with students who are working from home and are available for virtual wellness appointments.

Synchronous Learning

Students will be expected to “attend” class at the regularly scheduled times. Teachers will have a camera set up in their classrooms and will wear a mic while lecturing. Students who are learning from home will have the opportunity to ask questions and be involved in class discussions. The synchronous nature of this program will engage students in real-time learning and requires their mental presence in class as if they were in the school building.

Technology (Added 08/13/20)

Students are advised to join Zoom class sessions 5 minutes before class begins. This will give students some time to troubleshoot technology issues should they arise. If a technology issue comes up that prevents a student from attending class, the student must email the teacher to let him/her know. If the technology issue prevents the student from being able to email his/her teacher, the student must call the office (631-8865) to communicate that he/she is having issues. This kind of communication will help the student remain successful. Consistent access to reliable internet is necessary for continued participation in the virtual option.

Testing (08/24/20)

Students will be assessed virtually while they attend school in a distance learning format. Students must take assessments using their Chromebooks and are not allowed to use their cell phones or any other materials to help them while testing. Teachers will use Hapara to help them monitor students, so students will need to be logged in to their school Gmail account only. If a student is logged into other email accounts and is blocked by Hapara, that student will not be

given extra time to complete the test to make up for time lost. If a teacher suspects that a student cheated on an exam, that student might be required to take tests in person in the future. Tests that students take in a virtual format may have a different format than the tests taken by their peers in the classroom. However, the same lesson objectives must be assessed at the same level of difficulty.

Tuition

Tuition rates will be the same whether students are attending classes in person or online. Our goal is to reintegrate students attending virtually into in person instruction as soon as families feel it is safe to return to the building.

Uniform

Students working from home will be expected to follow the school's uniform policy during school hours.

Virtual Learning Etiquette

When students are in virtual classroom meetings, they should have their cameras on at all times. Microphones should be silenced unless the student is engaging in conversation to minimize disruptions to the learning environment.